



news and information  
for employees of the  
City of Saint Paul

**June 29th, 2001**

## In this issue

Seven "Summer Special"  
classes available in July  
and August

100 employees to receive  
\$20 fitness coupons —  
register for yours now

### Mayor

*Norm Coleman*

### Councilmembers

*Dan Bostrom,  
President*

*Jay Benanar*

*Jerry Blakey*

*Christopher Coleman*

*Patrick Harris*

*Kathy Lantry*

*Jim Reiter*

*City Update*

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Tuesday, one week before payday.



## Knowledge Management Summer Specials

Human Resources Knowledge Management is offering a series of "Summer Specials," one-hour information sessions to be held on Wednesdays in July and Thursdays in August. This is a way to continue your education and development with short, informal presentations. They offer an exciting way for you to stay motivated, learn practical information, enhance your performance on the job, and transfer learning to your personal life.

Select one or more topics and coordinate these with your work schedule. There is no need to register ahead of time. All Summer Specials classes will occur in the basement of City Hall, Room 41. Sessions begin at 11:30 am and end at 12:30 pm. Feel free to lunch while you learn. If you have any questions or would like more information, please call Steve Cvinar at 651-266-6531.

**Don't Shoot the Messenger: Wed., July 18 11:30 am – 12:30 pm**

Here is a session to help you interact more comfortably at work. Have you experienced inconsiderate behavior, co-workers who almost "bite your head off" with harsh remarks, or chat so much you cannot complete your work? See a video and discuss ways to limit workplace behaviors such as verbal assault, disturbing the peace, mismanaging meetings, kidnapping of co-worker time, and more!

Facilitator: Steve Cvinar Participation not limited

**Financial Planning (RIP): Wed., July 25 11:30 am – 12:30 pm**

No, RIP does not stand for Rest In Peace. It stands for Retirement Income Planner, the FREE Financial Planning Software available from MNDPCP (Minnesota State Deferred Compensation Plan). This software is useful, whether you are just beginning your career, are close to retirement, or in between. It will help you plan your financial future by establishing and monitoring goals and account balances.

Facilitator: David Westman, NBI / Ochs Seives Inc. Participation not limited

**Intro: American Sign Language: Thu., August 2 11:30 am – 12:30 pm**

American Sign Language is the most common sign language used in the US and Canada to communicate with people who are hearing impaired or deaf. Learn the ASL alphabet and basic signs used in everyday conversation.

Facilitator: Dianne Rosenthal Limit: 20 participants

**Collective Bargaining Update: Thu., August 9 11:30 am – 12:30 pm**

Labor Relations will provide an update on recently settled contracts (AFSCME Clerical/Technical, Local 70, PEA, SPSO, M&M, CCEA). This session is for managers and supervisors who need to understand and know the changes that occurred during the most recent round of bargaining. Listen to updates, obtain clarification on difficult language issues and ask questions of the Labor Relations staff.

Facilitator: Kathy Megarry Participation not limited.

**Emotional Intelligence: Thu., August 16 11:30 am – 12:30 pm**

This session will discuss how emotions impact the workplace. The session will focus on explaining how emotional skills and competencies can foster positive relationships in the workplace. Participants will take an emotional competence assessment increasing self-awareness in the workplace.

Facilitator: Michelle LeBow

Participation not limited.

See SUMMER SPECIALS on page 2

[www.ci.stpaul.mn.us](http://www.ci.stpaul.mn.us)

*Places to go. Things to do.*

[ilovesaintpaul.com](http://ilovesaintpaul.com)

## Fitness Funds

Now that 10,000 Steps is almost complete, Cityfit is continuing with the fitness theme by offering an exciting new program to City of Saint Paul employees called Fitness Funds.

Fitness Funds is a drawing for 100 employees to receive a coupon good for \$20.00 off any physical fitness-related class or activity offered at a City of Saint Paul recreation facility or by Saint Paul Community Education.

The coupons can be used by an employee or their family member for golf, tennis, swimming, skiing, or skating lessons; any type of fitness classes including dance, exercise, and adaptive fitness; or equipment rental, batting practice, sport leagues, court fees, and yes, even a round of golf!

To request a brochure about fitness related classes and activities, you can contact the Department of Parks and Recreation at 651-266-6463, you can visit their website at [www.ci.stpaul.mn.us/depts/parks](http://www.ci.stpaul.mn.us/depts/parks), or you contact Saint Paul Community Education at 651-793-5455. Their website is [www.commed.spps.org](http://www.commed.spps.org).

To be eligible for the drawing, simply fill out the entry form at right and send it to the Risk Management Division, 240 City Hall, **by Friday,**

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### Meetings, Meetings:

Thu., August 23

11:30 am–12:30 pm

Learn how to plan, conduct and participate in effective meetings. View a short video and discuss some reliable methods to make your meetings effective and efficient. This session will not be “just another meeting.”

Facilitator: Steve Cvinar

Participation not limited.

### Power Pointers:

Thu., August 30

11:30 am–12:30 pm

This session can increase your current skills or introduce you to Microsoft PowerPoint. A short slide presentation will be followed by a “build-it-from-scratch” demonstration of how that slide show was developed. There will be opportunity for questions and sharing of ideas.

Facilitator: Dianne Rosenthal

Limited to 20 participants.

For questions regarding the Summer Specials, please contact Steve Cvinar at 651-266-6531, Knowledge Management, Office of Human Resources, 400 City Hall Annex, 25 W. 4th Street, St. Paul, MN 55102.

**July 20th.** Members of the Cityfit Committee will conduct the drawing on Monday, July 23rd, and the coupons will be mailed, through interoffice mail, that same week.

If you agree that it sounds fun to try something new, or get something for free, Fitness Funds is a great

opportunity! Complete and mail the entry form today, and keep your fingers crossed that you'll be one of the 100 winners!

Send your Cityfit questions or comments to: [cityfit@ci.stpaul.mn.us](mailto:cityfit@ci.stpaul.mn.us) or call Anne Nelson in Risk Management at 651-266-8899.

### *FITNESS FUNDS ENTRY FORM - please print clearly*

Name: \_\_\_\_\_ Day phone: \_\_\_\_\_

Dept.: \_\_\_\_\_

Interoffice Mail address: \_\_\_\_\_

*Return to Anne Nelson, Risk Management Division, 240 City Hall  
(Incomplete entry forms will not be accepted)*

## City job openings as of June 29th, 2001

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
07/02/01	Accounting Technician I	\$1234.06	07/12/01
Open	Clerical Assistant BOE (part-time)	\$9.00 per hr	See Job Ann
Open	Emergency Comm Ctr Telecommunicator	\$1375.98	See Job Ann
07/10/01	Emergency Comm Center Fire Dispatcher (prom)	07/25/01	
07/02/01	Fire Captain (prom)	\$1733.56	07/16/01
07/09/01	Human Resources Specialist III	\$1560.45	See Job Ann
Open	IS Information/Technical Analyst I	\$1201.32	See Job Ann
Open	IS Systems Support Specialist I	\$1085.87	See Job Ann
07/03/01	Lead Painter	\$21.96 per hr	07/09/01
07/10/01	Project Manager IV	\$2026.15	07/17/01
Open	Recreation Leader (permanent/part-time)	\$8.81 per hr	See Job Ann
07/06/01	Sergeant (prom)	\$2281.00	09/06/01
07/02/01	Traffic Operations Coordinator	\$18.56 per hr	07/09/01
07/27/01	Water Quality Specialist II	\$1553.32	08/02/01

\*\* This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the website: [www.ci.stpaul.mn.us/jobopenings](http://www.ci.stpaul.mn.us/jobopenings). For jobs announced after June 21st, please call our 24-hour job line, 651-266-6502.